

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Worksession of Thursday, April 17, 2008

4:00 p.m. Council Chambers, City Hall

70 Maple Street - Manistee, Michigan

## AGENDA

I Call to Order

II Roll Call

III Items for Discussion

1. Review draft Guidelines

Door Guidelines

Window Guidelines

Rear Entrance Guidelines

Painting/Color Guidelines

Front Facade/Storefront Guidelines

2. Review Draft Policies

3. Misc.

IV Adjournment




PLANNING AND ZONING  
COMMUNITY DEVELOPMENT  
231.398.2805  
FAX 231.723-1546  
www.ci.manistee.mi.us

## MEMORANDUM

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TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: April 9, 2008

RE: Worksession, Thursday, April 17, 2008

Commissioners, I have posted your Worksession for **Thursday, April 17, 2008 at 4:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.**

Enclosed are copies of the Guidelines that we will be discussing. These have been prepared for your review. I do not have a good scanner in the office but hope to get a better scan of the items that have been inserted at a later date.

The Guidelines are:

- Door Guidelines
- Window Guidelines
- Rear Entrance Guidelines
- Painting/Color Guidelines
- Front Facade/Storefront Guidelines

Chair Kracht has been working on the development of policies. Copies of the draft policy are enclosed.

If you are unable to attend the worksession but have comments please call me so I can forward them to the commission. I will be out of the office until Monday, April 14<sup>th</sup>, please leave a message!

:djb

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These Guidelines have been developed by the Historic District Commission to assist applicants. Each request will be reviewed individually by the commission based on its own merit. Exceptions to these guidelines may be made by the Commission on a case by case basis.

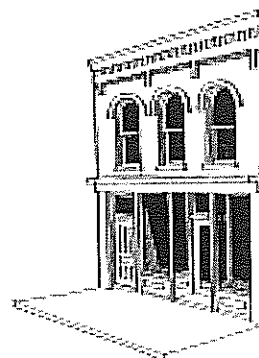
Traditionally the storefront door was more than just a door. Tall and stately in proportion, its design reflects its commercial importance. Its wood and glass construction made it substantial and inviting to the customer. Other storefront doors (usually leading to the upper floors) were similar in appearance but less impressive than the main entry door.

The storefront entry should play a similar role today. The customer should be invited into the store by a pleasant entry.

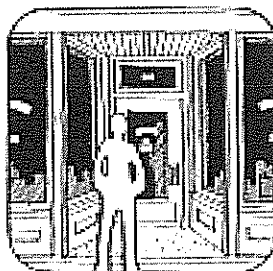
- ▶ Existing original doors must be repaired and maintained.
- ▶ Replacement doors will not be approved if an original door is repairable.
- ▶ Original door openings may not be closed, moved or otherwise altered.
- ▶ Interior options such as interior storm doors or entries are recommended where energy conservation or security is an issue.
- ▶ Exterior options such as storm doors and/or screen doors that are appropriate to the age and style of the building may be approved (such as those on the Lyman Building, 425 River Street).
- ▶ Existing original door hardware should be retained. Replacement hardware must be appropriate to the age and style of the building.
- ▶ Replacement doors must be appropriate to the age and style of the building, modern materials may be approved if they look like original materials.
- ▶ Maintenance or partial replacement for maintenance purposes of an existing metal, glass or other style and/or age inappropriate remodel will be considered on a case by case basis. Tasteful attempts to moderate the impact of these existing storefronts would be helpful.

**SEPARATE ENTRY DOOR**  
The historic storefront door was a solid wood door with a large glass window. The door was set into the entry recess.

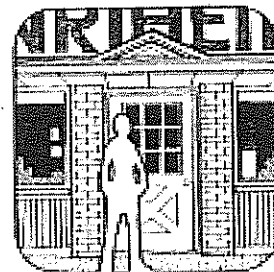
**UPPER FLOOR ENTRY DOOR**  
The typical upper floor entry was a smaller wood door with a small glass window.



The entry recess. The recess from the door window and the entry door window should be preserved and repaired.



**THE ENTRY RECESS**  
The entrance to the building is the most important part of the storefront. The entrance should be preserved and repaired. The entrance should be preserved and repaired. The entrance should be preserved and repaired.



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The Traditional commercial facade has two types of windows as follows:

**Storefront Windows** - The storefront display window has always played an important merchandising role in the traditional downtown. It should continue to do so today.

Storefronts had large window areas. This made maximum use of available natural light and allowed potential customer a full view of the store. The display windows provided excellent advertising opportunities.

Original windows should be repaired, not replaced. Replacement windows will not be approved if existing original windows are repairable. Any new windows must fit the original opening. The window opening must never be altered. If a material other than wood is used for the frame, its color and detail must match the original as closely as possible a non metallic finish should be used.

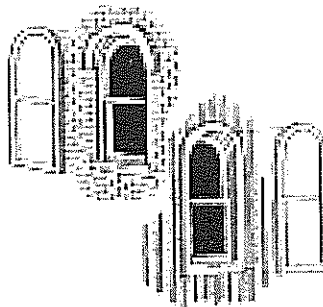
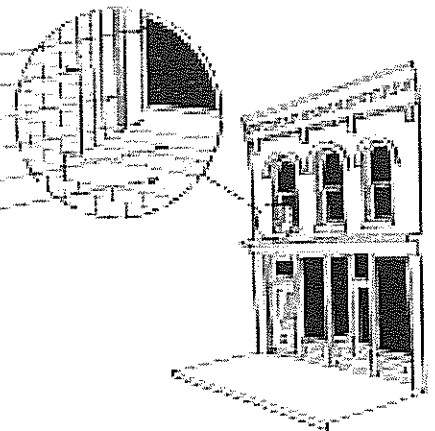
Highly reflective, metal-coated, stylized, or frosted (except to replace original) contemporary replacement glass is not acceptable.

**Upper Facade Windows** - These units were constructed primarily of wood, so if they were not properly made and maintained, they often deteriorate. This regular maintenance and necessary repair is important.

A local specialist should be consulted for products and procedures required to meet specific needs. If a window has deteriorated beyond repair, it must be replaced with a window matching the original as closely as possible. Original windows should be repaired, not replaced. A local mill shop can probably create new pieces to match the original, rotted wood can be stabilized, and the cost is usually not as high as one would expect.

## ORIGINAL WINDOW PARTS

WOOD FRAME  
 WINDOW SILLING  
 FRAME GLASS  
 SASH  
 MULL  
 WINDOW SILL



## WINDOW ALTERNATE

ALTERNATE OF ORIGINAL WINDOW SIZES OF SMALL OPENINGS. GLASS TO MATCH EXISTING A WINDOW MUST BE MATCHED AT LEAST IN ORIGINAL WINDOW UNIT ASPECT. AND AFTER THE BOARD FROM THE INSIDE. PART THE EXTERIOR OF THE WINDOW A DEEP SETBACK.

Replacement windows will not be approved if existing original windows are repairable. Any new windows must fit the original opening. The window opening must never be altered. If a material other than wood is used for the frame, its color and detail must match the original as closely as possible a non metallic finish should be used.

In any window repair or replacement, use a double glazing, especially in storefront windows.

**Storm Windows** - Storm windows rather than replacement windows are recommended on non-display windows for both energy conservation and to protect the original windows. Storm windows can be applied to facade window units in two basic ways (interior and exterior) Installations must match existing window configuration. Interior installation preserves original exterior appearance while exterior installation protects original wood elements. Bot conserve energy.

If replacement storm windows are used they must match the original windows as closely as possible. Appropriate storm windows constructed of modern materials, such as colored anodized aluminum, may be approved.

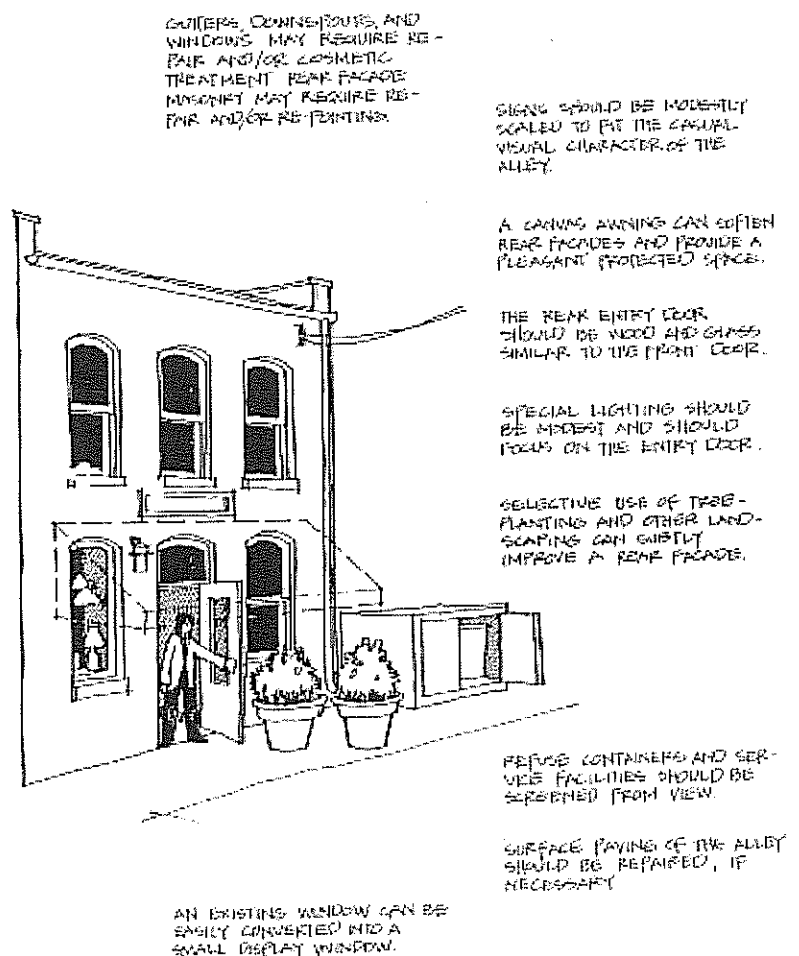
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Because parking areas and the Riverwalk are often located behind commercial buildings in the Historic District rear facades are seen more often than in the past. Today an attractive rear entry can be a second front door.

In developing a rear entrance, a number of things must be considered. In general, the rear entrance must respond to the same needs as the storefront only at a reduced scale. These include identification signage, display, and a pleasant entry. In addition, it must also meet the service needs of the business as it has in the past. Since these two functions are often in conflict, the design of the rear entrance must be carefully planned. A particular concern is the storage and disposal of refuse. Trash cans, demisters, and other containers should be hidden from view whenever possible. Regular maintenance is of paramount importance.

The design of a rear entrance should be appropriate to its surroundings. The visual character of the rear facades, alleys, riverwalk and parking lots is a relatively casual and utilitarian one, especially when compared to the more formal street facades. In this type of context, a refined or grand design can look out of place. Rather the design should be pleasantly inviting, but simple in detail.



All facades follow the same guidelines as front facades.

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## PAINTING

Painting can be one of the simplest and most dramatic improvements one can make to a facade. It gives the facade a well-maintained appearance and is essential to the long life of the many traditional materials. The steps below should be followed to insure a quality job.

- ▶ Catalogue all the facade materials to be painted. Since they have different properties, these materials may require different paints or procedures. Consult a local expert for advice. Plan to use only quality materials.
- ▶ Make any necessary repairs to surfaces before starting; replace rotten wood, repoint masonry mortar joints, remove rust from metal etc.
- ▶ Carefully prepare each surface per manufacture's instructions for the paint begin used. This will include scraping, sanding, and through cleaning. This surface preparation is an extremely important step toward a good finish job.
- ▶ Apply the paint per instructions. Paint only in satisfactory weather and plan to use a primer as a first coat for better surface adhesion. Follow with two coats of the final color.
- ▶ **Do not paint a brick or stone building that was never painted unless these materials require a protective coating to prevent deterioration.**

### METAL FLASHING

MOST SHEET METAL FLASHING, GUTTERS, AND DOWNSPOUTS REQUIRE PAINT TO PREVENT RUST AND CORROSION.

### WOOD DECORATION

DECORATIVE ELEMENTS CAN EASILY DETERIORATE IF PAINT IS NOT PROPERLY MAINTAINED. PRIME ALL SIDES OF NEW WOOD USED IN REPAIR AND/OR REPLACEMENT TO INSURE LONG LIFE.

### WOOD WINDOWS

WOOD WINDOW PARTS EASILY DETERIORATE IF THEY ARE NOT PAINTED REGULARLY.

### MASONRY

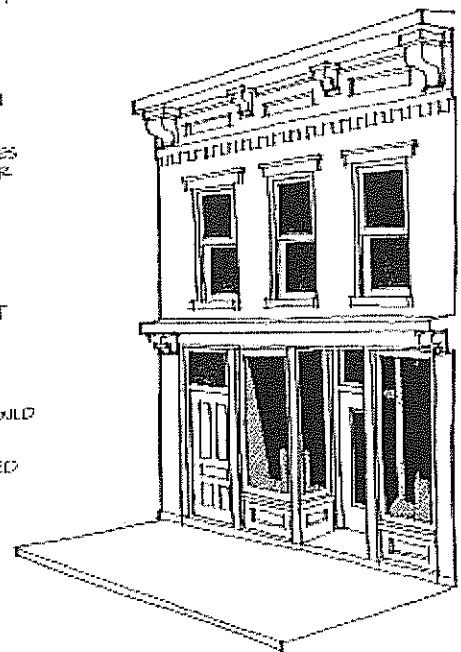
NATURAL BRICK OR STONE SHOULD NOT BE FINISHED. EXISTING PAINT ON THESE MATERIALS CAN BE CHEMICALLY REMOVED (NO SANDBLASTING!) OR REPAINTED.

### METAL STOREFRONT

METAL STOREFRONT PARTS (CAST IRON, SHEET METAL, WINDOW FRAMES, ETC.) SHOULD BE PAINTED TO PREVENT RUST AND CORROSION.

### METAL DECORATION

MOST METAL DECORATIVE ELEMENTS REQUIRE REGULAR PAINT AND MAINTENANCE TO AVOID DETERIORATION.



### WOOD STOREFRONT

WOOD STOREFRONT PARTS (WINDOWS, DOORS, PANELS, DECORATION, ETC.) SHOULD BE REPAINTED REGULARLY.

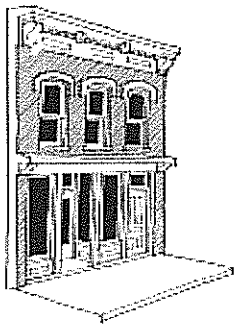
## COLORS

Colors should visually relate building elements to each other, and also individual facades to each other. The colors chosen for any facade should be compatible with the neighboring facade, and to the block scape as a whole, but at the same time give character to the building.

Because the amount of sun can change the appearance of a paint color, paint chips should be checked on both sunny and cloudy days. Painting a small section of the building in the chosen colors is the best way to check the effects of the colors on the building.

In the end, color choice is a personal decision. It is an expression of the building owner, and the businesses located in the building. If the same basic color and paint guidelines are kept in mind, color can add to the richness and variety of Manistee's historic commercial buildings.

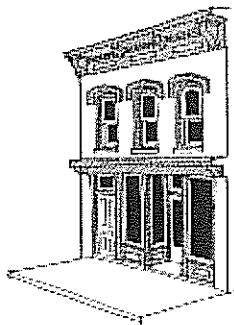
The color of the upper wall surface and the storefront piers is the base color. **If these elements are not currently painted, they should not be painted.** Paint can sometimes be removed from painted elements to reestablish their natural brick color and texture (no harsh chemicals or sandblasting).



If these elements are to be painted the choice of a base color is of primary importance. The wall could also be painted a lighter and darker shade of one color to enhance the general patterns and detail of the

brick. Generally the use of bright colors including stark white should be avoided.

The major trim elements are those which define the facade. These elements include the upper cornice, the lower cornice, decorative window caps and sills, and storefront columns.



### THE UPPER FACADE

UPPER CORNICE  
(WOOD OR METAL APPLIED  
TO THE WALL)

CORNICED BRICK DECKING

UPPER WALL SURFACE  
(UNPAINTED BRICK, PAINTED  
TRIM, BRICK AND PAINTED)

DECORATIVE WINDOW HEAD  
(STONE, STONE, WOOD OR METAL)

WEEK (PAINTED BRICK OR STONE)

UPPER FACADE WINDOW UNIT  
(UNPAINTED WOOD)

WINDOW SILL (UNPAINTED WOOD)

### THE STOREFRONT

LOWER CORNICE  
(WOOD OR METAL APPLIED  
TO THE WALL)

CASE LOCATED TYPICAL

TRANSOM WINDOWS

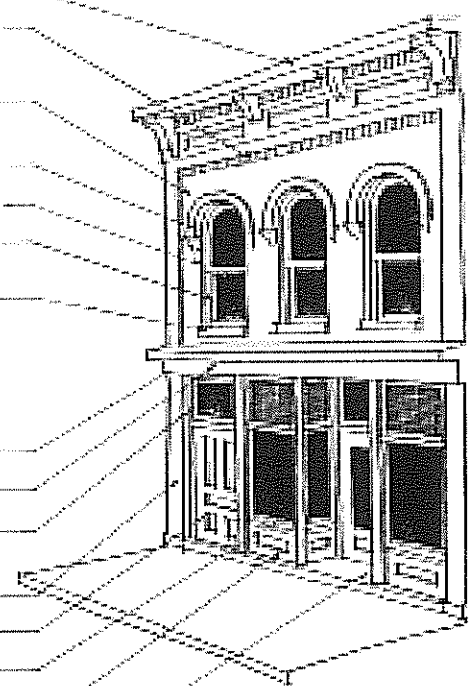
FLUORESCENT LIGHTS  
(UNPAINTED BRICK OR METAL)

UPPER FLOOR ENTRY CASE

WALLS SURFACE

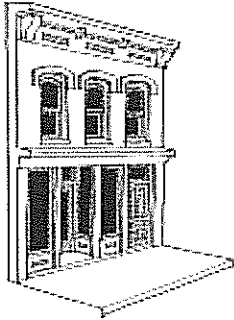
BRICKHEAD  
(UNPAINTED BRICK OR METAL)

STOREFRONT ENTRY  
(WOOD WITH BRICK OR METAL)





When the base color is natural brick, the major trim colors should relate to the brick color. When the wall surface is painted, the trim color should compliment the base color(s). Use of the same major trim color on the upper facade and on the storefront is recommended to visually tie the facade together. Again avoid the use of bright colors and stark white.



The minor trim elements could be the same color as the major trim. The use of only one trim color places a greater importance on the base color. If there are only a few minor trim elements, all the trim could be painted once color in order to strengthen its overall visual impact.

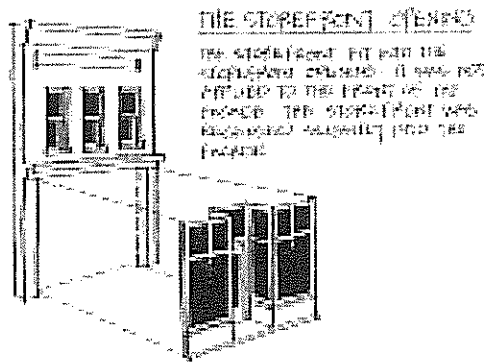
If the minor trim is painted a third color, it should strengthen the color scheme already established by the base and major trim colors. In some cases, subtle accent colors can effectively enhance the character of the entire facade. Extreme care should always be taken when choosing additional trim and accent colors.

The steps below should be followed:

- ▶ Colors, paints and techniques available at the time of construction of building (i.e. no neon or florescent paint colors on an 1890's building) are recommended.
- ▶ Metallic paints are not appropriate in most cases in the Manistee Historic District as trim colors, but in some applications may be appropriate in a small amount as a minor accent color.
- ▶ Wood on storefronts in Manistee was generally painted rather than varnished. This is recommended.
- ▶ Maintenance with the same color requires no approval (yes, repaint that sash).
- ▶ Painting the building with the same colors may be approved by Steve Harold.
- ▶ New color schemes following the guidelines may be approved by Steve Harold.
- ▶ Color schemes that do not follow the guidelines require must be approved by the Historic District Commission.
- ▶ A building owner may request Historic District Commission review and/or approval of any paint scheme.
- ▶ Steve Harold may require Historic District Commission review or approval of any proposed paint scheme at his discretion.

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In planning a change in storefront design, a good place to start is the historic design of the original facade. A little research can often turn up original photos of a given building (previous owners, historical society, etc.) It is recommended to meet with Steve Harold at the Manistee County Historical Museum.

## THE STOREFRONT CORNICE

THE STOREFRONT CORNICE IS THE TRIANGULAR PORTION OF THE FACADE ABOVE THE STOREFRONT. IT MAY BE PLACED TO THE FRONT OF THE STOREFRONT OR BEHIND IT, OR IT MAY BE PLACED TO THE SIDE OF THE STOREFRONT.

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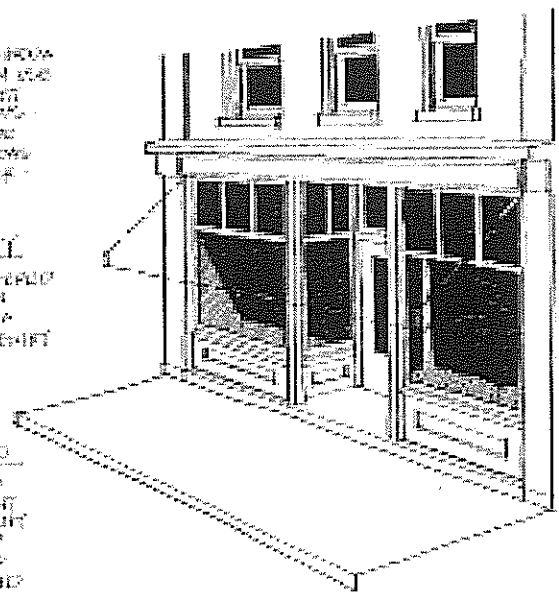
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It is not necessary to duplicate the exact historic design of a storefront in order to create a handsome and functional storefront; but the historic appearance should at least influence the new design. Any remaining original elements or details should be incorporated in the new design. On this page are design principles to be considered in planning storefront changes. They are based on the typical historic storefront, but they are not historical in nature. They are functional, aimed at making the storefront more attractive and accessible to shoppers.

# COMMON PROBLEMS IN STOREFRONT DESIGN

Because of its commercial use and open proximity to the sidewalks, the storefront is by far the most active part of the building front. It is the portion of the downtown building that the shopper notices the most. Changes in tenants, cultural patterns, commercial fashions and technology have caused a concentration of architectural change in the storefront. Generation after generation, the storefront is remodeled while the upper parts of the building front stay much the same or are allowed to deteriorate.

Due to this frequency of change, the storefront presents an important and recurring design problem. If a storefront remodeling is begun, there are a number of design problems resulting from past renovations which should be recognized and avoided.

THE UPPER PART OF THE BUILDING REMAINS UNCHANGED, IT IS THE LOWER PART WHICH IS LEFT TO DETERIORATE.

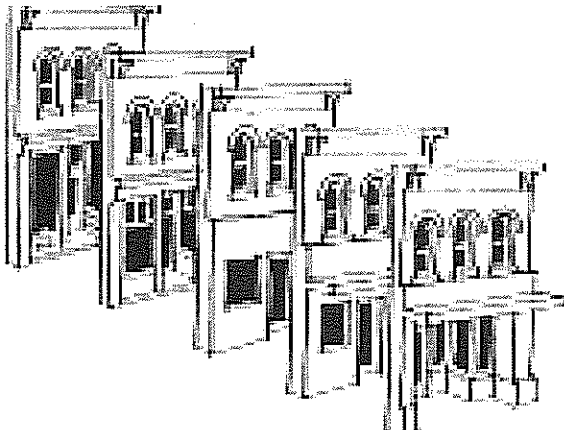
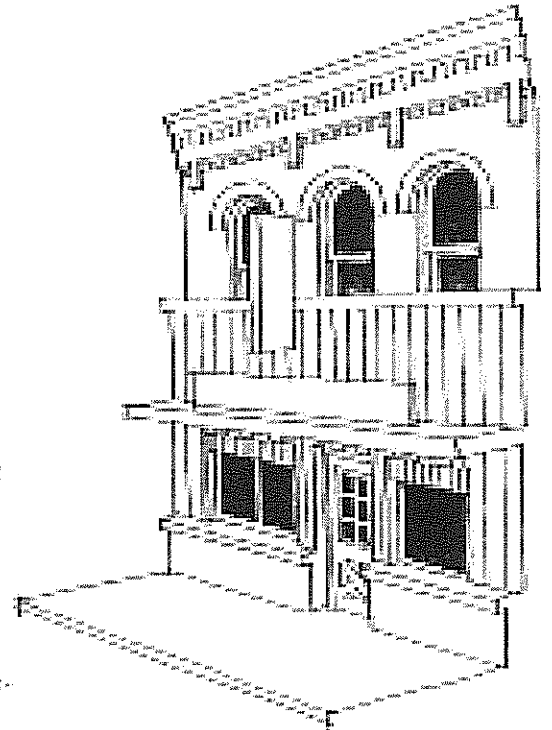
THE STOREFRONT HAS BECOME A JUNKY AND DETERIORATED PART OF THE BUILDING.

STOREFRONT DESIGN IS THE JUNKY PART OF THE BUILDING.

THE REMODELED STOREFRONT LOOKS LIKE A JUNKY PART OF THE BUILDING. THE BUILDING MATERIALS HAVE NOT BEEN REMODELED.

STOREFRONT MATERIALS HAVE BEEN REMODELED BY THE PROPER FACTORY IN TERMS OF COLOR AND TEXTURE.

THE STOREFRONT LOOKS LIKE A JUNKY PART OF THE BUILDING.



NOTE HOW THE DESIGN OF A STOREFRONT CAN CHANGE THE BUILDING'S APPEARANCE.

REMODELING HAS BECOME THE STANDARD METHOD AND DESIGN OF REMODELING THE BUILDING. THE BUILDING IS REMODELED AND REMAINS THE SAME.

## TRADITIONAL DECORATION

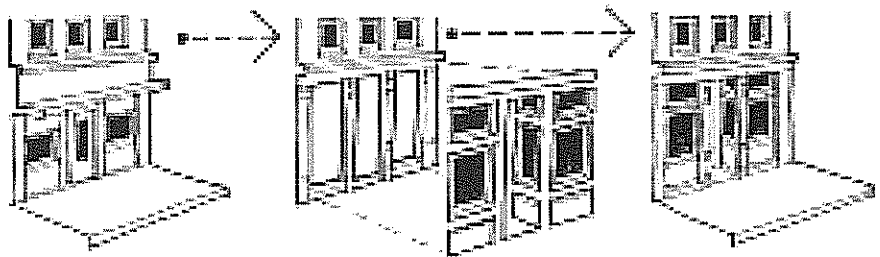
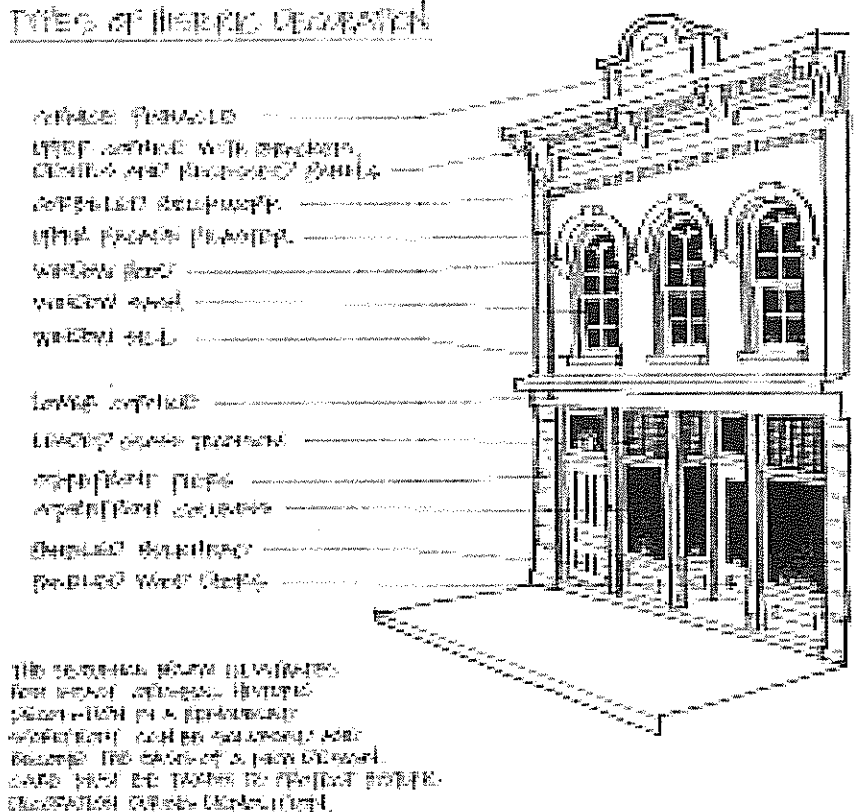
Decoration was often used on traditional commercial facades. It was sometimes simple, sometimes complex. It always emphasized the basic character of the facade. Its style followed the fashions and technology of the period when it was built. As such, the collection of historic decoration found in a town can be seen as a record of its history and its builders.

An existing historic decoration should be preserved. It reinforces the traditional character of the downtown and adds a richness of detail which is often irreplaceable at today's costs. At the same time, the details of the decoration lend a unique character to individual buildings and to the downtown as a whole.

Many times in the remodeling of storefronts, original decorative details are intact as visual "leftovers" or simply covered up with new construction. In future improvements, these forgotten details should not be wasted. If enough of them remain, they can be restored as part of the original design. If only a few remain, they can be incorporated as design features in a new storefront.

In either case, the design of any improvements should grow out of the remaining details and create a harmonious background which emphasizes them.

### TYPES OF HISTORIC DECORATION



# HISTORIC MATERIALS

Four types of materials were traditionally used to construct commercial facades. They were masonry, metal (Cast iron and sheet metal), wood and glass. Each of these contributes a special character to the facade. If they are properly maintained, they can provide years of satisfactory performance. Before original materials are replaced, their conditions should be carefully evaluated by a specialist to determine if they can be repaired.

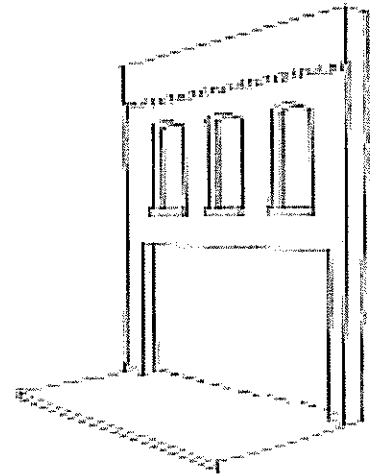
Masonry –brick or stone –causes relatively few maintenance problems. Deterioration of masonry units usually results from excessive water penetration. A common problem in masonry walls is deterioration of the mortar joints. Wood and metal are more subject to damage from natural forces and neglect. Deterioration of anchoring and support systems, as well as the surface material often causes maintenance problems. Good maintenance today will prevent additional deterioration and the eventual loss of valuable detail.

## MASONRY (BRICK OR STONE)

THE FACADE WALL IS CONSTRUCTED WITH BRICK OR STONE. SOME FACADES FEATURE ORNATE DETAILING. SOME ARE PLAIN. DETAILING SHOULD BE MAINTAINED.

MASONRY SURFACES SHOULD BE LEFT WITH A NATURAL FINISH. PAINT REMOVAL OR COATING BY ORNATE FACADES IS APPROPRIATE. IF MASONRY IS IN GOOD CONDITION, ORNATE DETAILING OF FACADES SHOULD NOT BE REMOVED.

POTENTIAL DETERIORATION INCLUDES MORTAR JOINTS AND CRACKING UNITS.



## WOOD, METAL AND GLASS

THESE MATERIALS ARE USED IN A VARIETY OF WAYS TO COMPLETE AND ENHANCE A FACADE WALL. SOME FACADES FEATURE WOOD, METAL, GLASS AND ORNATE DETAILING. OTHERS ARE PLAIN. DETAILING SHOULD BE MAINTAINED.

STRUCTURAL DETERIORATION AND NEGLECT IS IMPORTANT TO MAINTAIN THE LONG-TERM EFFECTS OF ALL THESE MATERIALS.

POTENTIAL DETERIORATION AFFECTS NOT ONLY THE MATERIALS THEMSELVES, BUT ALSO THE STRUCTURAL INTEGRITY AND STRENGTH OF THE FACADE.



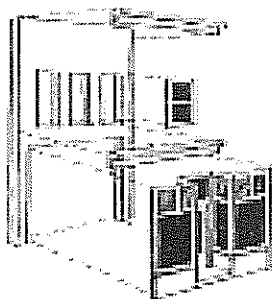
Traditional facade material can be divided into two groups.

- ▶ the masonry which composes the facade wall;
- ▶ the wood, glass and metal which frame and enclose openings and decorate the facade.

## MODERN MATERIALS

Contemporary materials which have characteristics similar to traditional materials can be appropriately used in facade rehabilitation. In general, they should have a smooth texture with a satin or flat finish and a color which enhances the traditional character of the facade. Their profile should be similar to the profile of the traditional material they replace. High gloss materials such as opaque glass and porcelain enamel should be used only within the storefront opening.

Some contemporary materials are often used to apply "shopping mall" style facades over the rich character of downtown building. Materials such as cedar shakes, textured plywood, stone veneer, log paneling, stucco and plastic are not appropriate for use on traditional facades for three reasons.



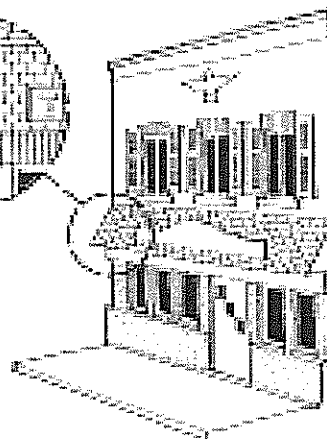
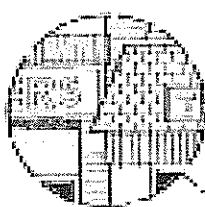
ALUMINUM WINDOWS CAN BE USED TO REPLACE CORRODED REPAIRED OFFER EASY MAINTENANCE. AS LONG AS THEY ARE THE SAME SIZE AS THE ORIGINAL AND HAVE A SATIN FINISH, THEY ARE A FINEST MEANS TO BE USED AND APPROPRIATE GROUP.

WHEN ALUMINUM IS USED TO REPLACE CORRODED METAL, IT SHOULD BE THE SAME SIZE AND HAVE A SATIN FINISH. METAL WINDOWS CAN BE USED TO FORM CONTINUOUSITY CORNERS.

ALUMINUM CAN BE USED TO REPLACE CORRODED METAL. IT SHOULD BE THE SAME SIZE AND HAVE A SATIN FINISH. METAL WINDOWS CAN BE USED TO FORM CONTINUOUSITY CORNERS.

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REPAIRS SHOULD BE MADE TO THE POINT AT WHICH MATERIALS JOINTS (SEAMS, TONGUE "GROOVES") SHOULD BE CLEAN AND PRO-TECTED. PROTECT ALL NEW CONSTRUCTION WITH AN ORIGINAL FACED MATERIALS FINISHES. THERE MORE PROBLEM.



UNNECESSARY, THE FACADE BEING VITIALIZED FROM THE QUALITY AND VISUAL DETAIL AND BY LOSING AUTHENTIC DETAIL.

PLASTIC AND OTHER CORRUPT-ED CONTEMPORARY MATERIALS A SIGNIFICANT, LOW-QUALITY IMAGE.

UNNECESSARY, THE FACADE BEING VITIALIZED FROM THE QUALITY AND VISUAL DETAIL AND BY LOSING AUTHENTIC DETAIL.

- ▶ These materials often attempt to create a theme which conflicts with the traditional character of the downtown. Instead only materials which reinforce the traditional character should be used.
- ▶ These materials are not of a quality - in terms of durability, finish and appearance - that is necessary to establish an image of quality and stability.
- ▶ These materials often detract from the character, the storefront and the facade. They create a confused and cluttered appearance instead of reinforcing the traditional character of the facade.



## Temporary Signage Policy

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

The following policy/guidelines for Temporary Signage in the Manistee Commercial Historic District were established May 3, 2007. In the event that a business has not received approval for their permanent signage by the time they wish to open, a temporary sign may be approved as follows:

- ▶ Temporary Signage will be limited to not more than 45 days.
- ▶ An extension to the 45 day limitation can only be granted by the Historic District Commission.
- ▶ Temporary Signs require approval by Steve Harold. Mr. Harold can be contacted at the Manistee County Historical Museum, 425 River Street, Manistee. 231.732-5531.
- ▶ Temporary Signage is limited to no more than 16 sq. ft. and must be located behind glass in the windows or door.



# Application Policy

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 [www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

The following policy for making application to the Historic District Commission were established to assist applicants with the process. Applicants should review the Guidelines that pertain to their request for technical assistance.

Steve Harold at the Manistee County Historical Museum, 425 River Street, Manistee, Michigan is the Historic District Commission Staff Liaison. It is recommended that you take questions about the appropriateness of your project to him as the first step. Mr. Harold is familiar with the Local, State and Federal Guidelines and local history. He is a resource that will be able to provide you with preliminary guidelines for your project. In general Steve Harold is at the Museum Tuesday through Friday from 10:00 a.m. till 5:00 p.m. You are advised to call ahead of time to schedule an appointment and for him to research an issue if needed. The phone number at the Museum is 231.723.5531. **Final approval for Certificates of Appropriateness and Sign/Awning Permits is made by the Historic District Commission.**

Denise Blakeslee in the office of Planning and Zoning at City Hall can assist you to obtaining the necessary guidelines and application forms. Guidelines and Forms are also available on the City's Web Page [www.ci.manistee.mi.us](http://www.ci.manistee.mi.us) Ms. Blakeslee processes requests for the Commission, she does not determine if an application is complete.

The Historic District Commission does not pre-approve signage for non-existing businesses and/or tenants. The Commission may approve a general signage plan, but final approval may be given only upon application with final sign design as outlined on the signage and awning application form, complete with text design and graphics.

Temporary Signage may be approved under **Temporary Sign Policy #1.**

Any amendment or changes made to an application needs a separate application. New items may not be added to any application under consideration by the Historic District Commission. If construction has begun, construction will cease until the Commission has acted on the new application containing the proposed amendments. This process allows the members of the Commission adequate time to review the complete amended package before having to make a decision.

The Historic District Commission approval is always conditional upon approval from the Building Inspector where required under the State Building Code. Because of this requirement the Historic District Commission recommends the following procedure for any major construction projects requiring a Building Permit:

1. Consult with Steve Harold for design input.
2. Consult with the Historic District Commission via the Request for Design Assistance.
3. Consult with the Building Inspector. (You may request Historic District Commission approval prior to approval from the Building Inspector, however, any Historic District Commission approval will be conditional upon approval from the Building Inspector).
4. Complete and submit an Application for a Certificate of Appropriateness.





# Administrative Procedure Policy

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805  
www.ci.manistee.mi.us

*THIS IS BACKGROUND INFORMATION FOR PROPOSED POLICY THAT FOLLOWS - We recognize that due to the timing of the Historic District commission Meetings, members of the Commission may arrive late. The benefit of having our Staff Liaison and Recording Secretary at the meetings may outweigh the need to hold the meetings in the afternoon. When a member arrives late while an agenda item is already being discussed, the momentum of the decision making, confusing, and slowing down the whole process, sometimes resulting in discussion that are hurried, confused and made just to get the item over with. It also makes us look disorganized and unprofessional*

*Note from Chair Kracht - I hope that this policy does not offend anybody. It's not meant to. We give our time freely and deserve thanks for that. We want to treat applicants fairly, they should not have to repeat themselves for members that arrive late.*

*This policy is to eliminate the interruption of sidebar conversations that are taking place during meetings to bring late members up to speed.*

In addition to the By-Laws the members of the Historic District Commission shall observe the following:

When a member of the Historic District Commission arrives after the meeting has begun the meeting will continue uninterrupted. If the Commission is already deliberating pending a vote on an application.

- ▶ The Commissioner will wait until the next application before participating in the process - abstain from voting.
- ▶ The Commissioner will proceed to vote if he/she feels that they have enough information to do so without posing questions that may have already been answered prior to his/her arrival (applicable to a straightforward application)
- ▶ The Commissioner will not take their seat during deliberation on a complicated request that is in process until after the Commission votes.